

Cabinet
Tina Knicely, Chair
AGENDA & MINUTES – November 7 2013
Time: 1400 - 1600 Location: MCBR

Topic Presenter Time	Purpose/Goals Pre-work (if any)	Discussion	Follow up & responsible person
<p>Call to order and announcements</p> <p>Tina Knicely 1400-1405</p>		<p>Local Chair Orientation sessions – we have low enrollment. Please advocate for your 2014 local chairs to attend one of these sessions:</p> <ul style="list-style-type: none"> • December 4 – Local Shared Governance Chair Orientation 1600-1800, Register in Net Learning • December 18 – Local Shared Governance Chair Orientation 0800 – 1000, Register in Net Learning <p>Plan to attend the first annual Shared Governance Celebration scheduled for December 12, 0900-1100 in the Dining Conference Rooms</p> <p>The UVA School Of Nursing is asking for help with mock interviews for new grads during the weeks of November 11th and November 18th. If you would like to volunteer, please contact Tina and she will connect you with Theresa Carroll.</p>	
<p>CNO report</p> <p>Lorna Facteau 1405-1420</p>		<p>Dr. Facteau positively commented on the recent Nursing Summit event held on November 5th. Dr. Tina Brashers and Dr. Rick Shannon were great and well received.</p>	
<p>Presidents of the Housestaff</p> <p>Reza Salajegheh & Rhett Willis 1420-1435</p>	<p>Jenny and I have been meeting with the presidents of the residents and fellows as one of the action plans to build RN/MD relationships. Dr. Salajegheh and Dr. Willis are here to introduce themselves and their role.</p>	<p>As part of the RN-MD relations action, Ms. Knicely and Ms. Dixon have begun regular meetings with the Housestaff presidents and have begun collaborating. The key take-aways from their meetings so far have been regarding communication and identifying barriers to effective communications between RNs and MDs.</p> <p>Dr. Rhett Willis was in attendance to represent the Housestaff. As the Housestaff co-presidents, Dr. Willis and Dr. Salajegheh are the mediators between the residents</p>	

		<p>and higher ups. Based on meetings to date, the primary focus of the collaboration between the presidents will be standardizing paging etiquette and resident orientation.</p> <p>Future issues include:</p> <ul style="list-style-type: none"> • Standardized orders • Who to call • Plan of Care communication – this is already being piloted on 3W and will be presented to Cabinet at a future date 	
<p>Shared Governance Topic –November- Succession Planning-</p> <p>Jenny Dixon 1435-1450</p>	<p>Build, Engage, & Invest in our own!</p> <p>Jenny will be presenting The Nursing Shared Governance Topic for November Succession Planning</p>	<p>Ms. Knicely distributed a list of the proposed Central Committee leadership for 2014 to all committee chairs requesting that they correct and fill in what is not known.</p> <p>Succession planning for healthcare has been gaining attention. Succession planning is an area of growth for us generally speaking. Local chairs should notify the PNSO with changes in their local structure and provide names of 2014 chairs and vice-chairs. We need this information to ensure we have accurate data and so chairs have write access to the Z drive.</p>	
<p>Nursing Strategic Plan for the next three years- Lorna Facticeau, Holly Hintz & Jennifer T Hall</p> <p>1450 - 1525</p>	<p>Nursing leadership has been working hard since November of 2013 to compose a Nursing Strategic Plan. Lorna, Holly and JT are presenting to Cabinet</p>	<p>Initial Planning Meeting: Nov.29, 2012 Reviewed</p> <p>Current State/ Outcomes</p> <ul style="list-style-type: none"> ▪ Organization Strategic Direction- Presented by Trish Cluff, AVP Strategic Relations and Marketing ▪ Small Groups <ul style="list-style-type: none"> ▪ Identify objectives/ issues that next plan should address ▪ Further develop specific goals within the objectives ▪ Large group of interdisciplinary members on this work group ▪ Large group reconvened to fully explore goals <ul style="list-style-type: none"> ▪ 6 Meetings in 2013 <p>5 Objectives</p> <ul style="list-style-type: none"> ▪ I BUILD- Ensure the development of caring, 	

		<p>committed, highly engaged, expert staff.</p> <ul style="list-style-type: none"> ▪ This is important because we have over 180 vacancies right now. If we do not have a highly skilled and trained workforce, we can kiss the ship goodbye ▪ The Affordable Care Act means we will need to do more with less <ul style="list-style-type: none"> ▪ Formal Education ▪ Certification ▪ Recruitment ▪ Retention ▪ Shared Governance – we must nail this. ▪ I BUILD- Reach the highest levels of efficiency and effectiveness through accountable care models and redesign initiatives that positively affect the health of our community. This required the most research of them all and was the hardest. Every year we will need to evaluate. <ul style="list-style-type: none"> ▪ Population Care ▪ Care Coordination ▪ Many unknowns- these goals will evolve as we learn more ▪ I CARE- Provide expert relationship based care in partnership with the patient, family, and healthcare team. <ul style="list-style-type: none"> ▪ Healing Environment ▪ Hourly Rounds, Bedside Report, Quiet Time, Pain Control ▪ Family Participation ▪ Care Partners, Family Presence at Resuscitation ▪ RN Workforce Wellness/ Safety (RBC – relationship with self) will be a focus for Magnet (improving safety and care of our nurses) some real strengths are our employee assistance program) ▪ Culture of Teamwork ▪ I HEAL Advance a culture of superlative quality and 	
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		<p>patient safety.</p> <ul style="list-style-type: none"> ▪ Dr. Rick Shannon wants us to be the safest hospital in the country. We cannot just be a Medical center and a community resource. We have a higher obligation than that. ▪ Quality Improvement ▪ Effective Communication – I think everyone agrees that this will play a huge role in our success with this ▪ Preservation of Nursing Time –and innovation unit Lorna has championed this in a variety of ways (support survey) ▪ Optimize Epic – this is a challenge particularly with how we will measure outcomes. ▪ I HEAL- Innovate and create new nursing knowledge. <ul style="list-style-type: none"> ▪ Pioneer Evidence Based Practice ▪ Nursing Research ▪ Dissemination: Presentation, Publication ▪ Implement Evidence Based Practice ▪ Advance Nursing Knowledge/Expertise ▪ Skill building, Innovation ▪ Evaluate Care Delivery Models ▪ These are all “must dos” ▪ Need to determine how we will measure progress ▪ Dean Fontaine – requested that the SON’s hiring of Susan Bauer-Wu be represented in the plan. ▪ Scheduling software will be changing from Clair Via to Chronos and will be house wide ▪ Chronos is much more sophisticated and does more ▪ HR has been re-defining their RN Recruiters <p>Cabinet voted to approve a motion to endorse the Nursing Strategic Plan.</p>	
<p>Summit Review Tina Knicely</p>		<ul style="list-style-type: none"> ▪ Focus of the Summit was on patient safety and communication ▪ Key Highlights from the conference included: 	

<p>1525-1535</p>		<ul style="list-style-type: none"> ▪ Videos of Nursing Saved Stories ▪ Keynote speaker Dr. Tina Brashers on <i>Interprofessional Teamwork for Safe and Effective Healthcare: We Owe It To Our Patients very timely and perfect</i> ▪ Skit presentations on communication skills ▪ Cameo appearance by Dr. Richard Shannon (it was his first day here) ▪ Feedback: ▪ Incredible – loved the interaction ▪ Video clips will be posted to PNSO website and sent via email ▪ Ms. Hintz mentioned that the overall change in the structure of this annual event is a reflection of the Bylaws change as well as feedback from previous year attendees of PNSO Nursing Congress. 	
<p>PPM Jenny Dixon and Jennifer T. Hall 1535-1545</p>	<p>Final approval of newly designed Professional Practice Model</p>	<p>Magnet Definition: Professional Practice Model The driving force of nursing care; a schematic description of a theory, phenomenon, or system that depicts how nurses practice, collaborate, communicate, and develop professionally to provide the highest-quality care for those served by the organization. (e.g., patients, families, communities). Professional practice models illustrate the alignment and integration of nursing practice with the mission, vision, and values that nursing has adopted.</p> <p>In short, a PPM is a schematic or diagram that tells about who we are, what we do, and why we do it. In August a workgroup was formed to evaluate our PPM. Select Cabinet members were invited and, an invitation was extended to all RNs from Dr. Facticeau. Several members of the workgroup were clinical nurses that responded to that invitation. Marketing representatives Reeceye Modny and Susanna Brent also collaborated with the group to provide design and branding support. The work of this group resulted in 2 final drafts that were presented at the 2013 Nursing Summit on November 5th. Using “clicker technology”, summit attendees voted on a</p>	

		<p>final image to bring forward to the Cabinet.</p> <p>The Cabinet voted to approve the final image selected by the Summit attendees.</p>	
<p>Annual PNSO Vote/elections</p> <p>Tina Knicely 1545 - 1555</p>	<p>Review of election results and process issues encountered by the Nominating Committee</p>	<p>Results of PNSO VOTE 2013:</p> <ul style="list-style-type: none"> • Bylaws amendment approvals: <ul style="list-style-type: none"> ○ Adopted the Ambulatory Nursing Committee, and the Night Shift Committee as permanent Central Committees ○ A minimum educational requirement was added to the eligibility for candidacy to the office of PNSO President-elect must be at least a BSN • New Nominating Committee members: <ul style="list-style-type: none"> ○ Ginny Anderson ○ Liz Gochenour ○ They will serve in 2014 with Sheryl Feggans and Marianne Truslow who were elected last year • 2014 PNSO President-elect is Michelle Longley <p>Issues encountered by committee:</p> <ul style="list-style-type: none"> • Decreased voter participation (Cabinet reviewed statistics from previous four years). • Lack of willing candidates to run for PNSO President-elect. <p>Feedback requested from Cabinet members for increasing participation:</p> <ul style="list-style-type: none"> • Change the voting process to a regional voting process similar to our government electoral vote where managers would cast votes on behalf of their staff • Revise monthly Shared Agenda worksheet for that month to be more proscriptive • Continue processes that are currently in place to identify candidates 	

Exhibit EP1.d

		<ul style="list-style-type: none"> ○ Self nominations ○ Responses to all RN email ○ Nominating Committee review of currently active Shared Governance leaders ○ Targeted email to managers requesting their suggestions ○ PNSO President extend invitation to potential candidates to shadow the role of PNSO President ● Reinstated the roving cart to increase awareness and include a mobile voting station 	
<p>Key Points 1555-1600</p>		<p>Review meeting key take ways to bring back to colleagues.</p> <ul style="list-style-type: none"> ● Endorsed Nursing Strategic Plan ● Validated the PPM ● Great Nursing Summit Event on November 5th ● Starting in January we are changing Cabinet meetings to the second Thursday of the month. 	

Summarize Outcomes Achieved at this meeting:

1. Cabinet endorsed the Nursing Strategic Plan with one addition
2. Revised PPM was endorsed and validated by Cabinet
3. Successful Nursing Summit
4. Central Committee Succession Plan near complete for 2014

Exhibit EP1.d

Committee Attendance Roster (each month that attendee was present should contain a "Y")

Member Name	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mark Adams	Critical Care & Inpatient Heart		Y		Y	Y	Y			Y		Y	
Nancy Addison,	Children's Critical Care	Y		Y	Y		Y						
Joel Anderson,	Management Committee Chair	Y		Y	Y		Y		Y	Y			
Ben Beitzel,	Adult Critical Care and Inpatient Heart Center Manager	Y	Y		Y	Y	Y		Y			Y	
Cheri Blevins,	APN Panel Chair	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	
Veronica Brill,	Ambulatory Process Improvement Director	Y	Y			Y		Y		Y	Y		
Laurie Brock,	Nursing Documentation/ Informatics Chair		Y	Y		Y	Y			Y	Y	Y	
Carol Burrage,	Psychiatric Services	Y	Y	Y	Y	Y		Y	Y	Y	Y		
Lauren Carey	Medical/Surgical Inpatient Manager	Y	Y		Y	Y		Y					
Teri Coles,	Night Shift Committee Chair				Y		Y	Y	Y		Y	Y	
Sarah Craig,	Clinical Practice Chair	Y	Y		Y	Y	Y	Y	Y	Y		Y	
Michelle Cummings,	Nursing Education Services	Y	Y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Angel Cyphert,	Surgical Services Manager	Y	Y	Y	Y		Y	Y			Y	Y	
Jenny Dixon,	PNSO President- Elect (and Summit Planning Chair)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Shelly Duprey,	Continuum Home Health Care	Y		Y									
Julie Duvall	IMU					Y							
Linda Edenfield	Nursing Quality Committee Chair				Y	Y				Y			
Lorna Facteau,	Chief Nursing Officer	Y	Y	Y	Y	Y	Y	Y	Y	Y			
Traci Fisher,	Children's Acute Care	Y	Y		Y		Y	Y		Y	Y	Y	
Dorrie Fontaine,	Dean of School of Nursing	Y	Y			Y	Y	Y		Y	Y	Y	
Jennifer (JT) Hall,	Magnet Program Manager			Y		Y	Y	Y		Y	T	Y	
Nicole Henley,	Clinical Career Ladder Chair	Y		Y		Y							
Trish Higgins,	Emergency Department Director	Y	Y		Y		Y		Y				
Holly Hintz,	Director, Nursing Governance Programs	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	
Gary Jones,	Professional Development Chair	Y	Y	Y	Y	Y			Y	Y	Y	Y	
Ambria Kirtley	Perioperative Svcs.	n/a	n/a	Y	Y	Y	Y	Y	Y	Y	Y		
Christina (Tina) Knicely,	PNSO President Co-Chair (presides over Nursing Cabinet)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Anna Lamonica,	Adult Acute Care		Y	Y				Y		Y	Y		
Karin League,	Children's Inpatient and Children's Critical Care Services Director	Y		Y	Y		Y	Y	Y	Y	Y		
Lisa Letzkus,	Nursing Research Committee	Y		Y		Y	Y			Y			
Kara Meglasson,	Emergency Department		Y										
Cherie Parks	Ambulatory Practice Chair	Y	Y	Y		Y	Y	Y	Y	Y	Y		
Linda Peffley Firer	NES				Y	Y	Y	Y	Y-alt	Y	Y-alt.	Y	
Ashley Pierantoni,	Women's Place	Y	Y - alt.	Y		Y				Y			
Donna Randall,	Staffing Resource Office	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	

Exhibit EP1.d

Member Name	Department	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jody Reyes,	Emily Couric Cancer Center Administrator	Y			Y				Y	Y	Y		
Shelly Rush,	Adult Acute Care	Y	Y		Y							Y	
Dale Shaw,	APN Committee Chair	Y											
Claudia St. John,	Renal Services	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	
David Strider	Research Review and Recommendation Committee Chair	n/a	n/a		Y								
Tanya Thomas,	Nominating Committee Chair (and Immediate Past President)		Y		Y				Y	Y	Y		
PNSO GUEST ATTENDEES													
Kristy Squires, CNL Student			Y										
Sandy Neumeyr, Manager PICU			Y								Y		
Michelle McCauley, TWP	Alt. for A. Pierantoni		Y										
Kirstin Cooney	Clinician III, PICU		Y										
Jessica Kassay-McAllister	Clinician III, 4 Central		Y										
Lora Carver	Clinician III, OR		Y	Y		Y	Y	Y		Y	Y	Y	
Beth Quatrara	Director, Research Mentorship Program		Y										
Donna Via	Administrator, Peri-Op Svcs.		Y		Y	Y	Y			Y		Y	
Catherine "Kitty" Deane	Clinician II		Y	Y		Y	Y	Y		Y		Y	
Scott Croonquist	Associate Chief Nursing Officer			Y		Y					Y	Y	
Matt Henrich				Y									
Rebecca Gilbert				Y									
Teri Coles				Y									
Clara Winfield				Y									
Mary Gibson				Y	Y	Y	Y			Y		Y	
Debbie French	5 East			Y									
Elizabeth (Illar) Labish	5 West					Y			Y			Y	
Kayla Reynolds	5 West					Y							
Megan Barbuzzi	5 West					Y							
Veronica Lester-Ballard	6 East					Y							
EB Enfield	CCU						Y						
Christa Shunney	6 Central						Y						
Alice Carpenter	Stress Lab						Y	Y	Y	Y	Y	Y	
Terri Haller									Y				
Kristi Wilkins	STBICU									Y			
Scott Singel										Y			
Suzanne Fuhrmeister	4 Central									Y		Y	
Luella Glanzer	STBICU									Y			
Sherry Nelson	Children's Hospital									Y			
Tausha Grim	PICU										Y		
Virginia Syptak	PICU										Y		
Marcy Jordan	Continuum Home Health										Y	Y	
Vicki Buffmire	NES (Alt. for Linda Peffley-Firer)										Y		
Cynthia Southard	3 East (Geri/Palli)											Y	

